



CITY OF HOUSTON

Job Posting

	AP	
1	Applications accepted from:	ALL PERSONS INTERESTED
2	Job Classification	PROJECT MANAGER
3	Posting Number	PN# 112424
4	Department	Department of Public Works & Engineering
5	Division	Public Utilities Division
6	Section	Wastewater Operations Branch
7	Reporting Location	611 Walker*
8	Workdays & Hours	M - F, 8 a.m. - 5 p.m.*
		*Subject to change
9	<u>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTION</u>	
	Maintenance management scheduler whose duties are to support the prioritization and commitment process of converting work requests to work orders. This includes; coordinates the completion of planned and unplanned work on a day-to-day basis; work with Operations Systems Planner to set priorities and coordinate work; allocates work orders to maintenance staff and facilitates their completion with purchasing and material support; executes maintenance support contracts; monitors and processes claims on warranty issues; and approves completed work orders for closure.	
10	<u>ESSENTIAL FUNCTIONS/WORKING CONDITIONS</u>	
	The position requires stooping, bending and/or lifting of items of up to 30 pounds with occasional periods of walking on rough surfaces.	
11	<u>MINIMUM EDUCATIONAL REQUIREMENTS</u>	
	Requires a Bachelor's degree in Civil Engineering, Business Administration, Physical Sciences or a closely related field.	
12	<u>MINIMUM EXPERIENCE REQUIREMENTS</u>	
	Four years of experience in construction, construction inspection, design, geotechnical environmental or a closely related field is required. Directly related professional experience may be substituted for education requirement on a year-for-year basis.	
13	<u>MINIMUM LICENSE REQUIREMENTS</u>	
	A valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).	
14	<u>PREFERENCES</u>	
	Preference will also be given to applicants with strong knowledge of water maintenance scheduling and strategies.	
15	<u>SELECTION/SKILLS TESTS REQUIRED</u> None	
	However, the Department may administer a skill assessment evaluation.	
16	<u>SAFETY IMPACT POSITION</u> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
	If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.	
17	<u>SALARY INFORMATION</u>	
	Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:	
	<div>Salary Range - Pay Grade 24</div> <div>\$1,760 - \$2,078 Biweekly \$45,760 - \$54,028 Annually</div>	
18	<u>OPENING DATE</u>	August 9, 2006
19	<u>CLOSING DATE</u>	Open Until Filled
20	<u>APPLICATION PROCEDURES</u>	
	Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1 st floor. Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 837-0871. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.	
	An equal opportunity employer	